

DRAFT

Proposal Checklist for Planning and Reporting,  
Approach, Ability, Management, and QA/QC/Reliability

Introduction

Contractor proposals should be evaluated from several points of view because several types of factors may be of critical importance, for example, it is easy to overlook significant items which may become critical later. Although primarily organized to assist in the evaluation of proposals for equipment development, the following list of items provide a reasonable guide for evaluating most proposals, and many of the items pertain with equal significance to studies and other types of contract action.

The checklist is quite comprehensive, and may be useful in structuring proposal evaluation criteria for source selection in non-sole source contracts. For very simple studies or design/development tasks, and some follow-on contracts, many items may not be applicable and these can be ignored.

The requirement for indicating planned rates of expenditures and completion in proposals is established in [REDACTED] and to preclude overlooking this important item, it is listed separately in the checklist.

25X1A

I. Planning and Reporting

25X1A

[REDACTED] requires contractors to submit planned rates of expenditure and work completion in their proposals. If a contract is let, the contractor must then report monthly on the actual expenditures and work completed. This information is entered in the Automatic Data Processing of Contract Information (ADPCI) and is used in a number of ways in contract administration.

1. Does the proposal include a schedule of the project percentage of completion of performance by months and a related schedule of projected expenditures by month?
2. Does the contractor propose to report at the end of each month the percentage of total performance of the contract completed and the percentage of the total cost (in CPFF contracts, it will be the total extended cost) expected as of the end of the month?
3. If appropriate, are critical milestones and decision points clearly defined and realistically scheduled?

11. Approach

This section should provide an analysis of the problem, a discussion of the operational environment and an accurate and clear technical description of the proposed system and hardware, including drawings or sketches of the proposed configuration. If a complete study is proposed, the dependence of the various phases of the study should be clearly related and a flow diagram provided.

The following should be considered:

1. Is there a clear concise statement of the technical requirements or study objective with which the contractor must deal?
2. Is the technical or study problem as seen by the contractor clearly delineated? - not simply "parroted"?
3. Does the proposal convincingly show a satisfactory depth of understanding of the problem?
4. Is there a brief discussion of alternate solutions which should be explored? Is the selection of proposed solution or study effort justified against the alternatives?
5. Is there a discussion of approaches to be explored and why the contractor's approach may be expected to yield the desired results?

6. Have unrealistic and unreasonable performance requirements been identified and alternatives suggested?
7. In event of deviations or alternates, is the detailed logic for these recommendations given?
8. In the event that certain problem objectives are to some extent incompatible with other problem goals (e.g., simplicity vs. accuracy) does the Contractor indicate how this may be resolved?
9. Have excessive costs or time delays required to meet certain specific requirements been clearly pointed out?
10. Is there a description of novel ideas or technical approaches?
11. Is there a statement of major problems which must be solved with an indication as to the amount of effort budgeted to each?
12. Is the relation of sub units to the broader over-all system with which it will operate understood? (or the relation of various areas of analysis to the over-all study understood?)

13. Does the approach consider the viewpoints of logistics, long-range maintenance, retrofitting, etc.?
14. Is consideration given to early identification of new components, analyses, or studies that may be required?

III. Ability.

This Section should clearly demonstrate the overall competence of the Contractor to successfully perform the required role.

1. Does the proposal provide convincing assurance of specific competence for this project?
2. Does the proposal give specific examples of similar projects successfully completed?
3. Is information provided as to the relation of the proposed hardware (or study) to existing or previous programs which the contractor has done for other agencies, indicating the agency, project, and funds already spent?
4. Do the biographies relate specific experience of personnel to the specific needs of this project?
5. Is the availability of specific people clearly detailed -- in terms of manhours for both full-time and part-time people?

6. Does the proposal show the depth of qualified personnel?
7. Are areas of technical weakness identified, and does the proposal show how this will be compensated for - for example, by subcontracting of the use of consultants?
8. Does the proposal clearly indicate that there is adequate technical space and facilities? both general and specific to perform work efficiently and on schedule?
9. Does the proposal outline the availability of the facilities Government-owned, owned, or leased, necessary for the specific project, for research, development, production and testing?
10. Are special technical facilities (such as dust-free laboratories, temperature controlled rooms, data processing equipment, special laboratory equipment) required by the project clearly spelled out?
11. Is it clearly indicated that all required facilities will be available when required for this project?
12. Where Government-furnished equipment is required, are these needs clearly justified?

13. Where tie-ins with subcontractors are proposed, is specific evidence given of the subs' commitment to make technical people and facilities available when required?

IV. Project Management

The proposal should describe the contractor's method of management, and show organization, personnel, and fiscal controls appropriate for the proposed work. It must demonstrate that the contractor has an understanding of the external organization relations necessary to accomplish the project. It must outline the overall management concepts employed by the contractor and the specific type of management that will be provided for the project.

1. Does the proposal clearly demonstrate an understanding of the agency's concern with the management of this project?
2. Are details provided on experience, facilities and personnel?
3. Does the proposal demonstrate that top-level management will continue a high level of interest and assume responsibility for successful accomplishment of the program?

4. Does the proposal provide convincing evidence that the contractor is properly oriented and organizationally structured to meet the specific management needs of this project? - especially in terms of providing the requisite functions of communication (internal and external) and of integration of all project phases and pieces, including design control?
5. Is it clear that management has honestly examined its own areas of competence and incompetence?
6. Are details provided on management objectives, policies, participation, and reliability concepts?
7. Does the proposal show the capabilities of the management to handle a project of the size contemplated?
8. Is evidence given that top-level management has full control of its organization?
9. Does the proposal show how the interest of the contractor in this specific project ties in with the contractor's long range plans as well as with past experience?



10. Does the proposal outline the type of management to be provided for the project, viz; whether a special project group will be formed or whether there will be contractor-wide participation?
11. Does the proposal show the position of the program manager or group in the over-all contractor organization, and the limits of authority and responsibility?
12. If no over-all group is to be formed, does the proposal show the method of operation within the over-all contractor structure?
13. Does the proposal delineate the requisite numbers of the right types of management people?
14. Where organizational charts are presented, is it clearly shown how the project management will operate effectively on a day-to-day basis?
15. Is information furnished as to the type, frequency, and effectiveness of management controls and methods for corrective action?
16. Do the manpower buildup charts clearly explain the methods of manpower acquisition, particularly skilled manpower requirements?

17. Is a total manpower plan and individual plans for engineering, quality control, and other key areas furnished?
18. Is information furnished showing how the present project will phase in with current and future business?
19. Does the proposal adequately cover all aspects of support required for the stated program? The following items should be considered; maintenance, engineering, technical training, technical data, installation support, sustaining engineering and product improvement, field representation, provisioning of unit spares and maintenance and operating parts, test, and other group support equipment?
20. Does the proposal highlight the magnitude and scope of the contractor's field service and support capability?
21. Are recommended support aspects accurately described and delineated?
22. Does the proposal provide specific examples of accomplishment in the field service and support area?

23. Does the proposal describe the type of support which will be required from the Agency?

V. Quality Assurance, Quality Control and Reliability

The term "Quality Assurance" covers all the actions necessary to adequately determine that requirements are met. "Quality Control" is the system and management function by which the Contractor ascertains and controls the quality of supplies or services. "Reliability" is the ability of item to function without failure. The proposal should carefully delineate the contractor's program in these areas.

1. Does the proposal describe the contractor's quality control plan including organization, policies, facilities, operational system, technical capabilities, and records system and how they will be applied to the project?
2. Does the proposal show how agency reliability requirements can be achieved by the contractor's concept and approach, including a specific program for meeting or surpassing these requirements?
3. Is it clearly shown how the reliability organization and project responsibility fit into the proposed program?
4. Are reliability monitoring points (breadboard, experimental, development, service test, prototype,

- and production) clearly delineated so that agency surveillance may be effectively exercised?
5. Does the proposal show an understanding of reliability prediction techniques and spell out in detail how predicted goals will be met?
  6. Is creative ingenuity reflected in the proposal by pointing out reliability approaches to particular development phases?
  7. Does the proposal discuss the contractor's Quality Assurance facilities and measuring equipment?